

4.14 RIDDOR

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Scope of this chapter

When people have accidents, the company will ensure that appropriate first aid treatment is available and will ensure that all accidents are recorded.

The company understands that any incident or near miss, any work-related ill health e.g. food poisoning also needs to be recorded.

Additionally, any dangerous occurrence which could have resulted in serious injury needs to be reported and appropriate records maintained.

All incidents, accidents and near misses will be reported to the Manager and the Head Teacher including information relating to accidents and ill health at work that have been reported under RIDDOR (see www.hse.gov.uk/riddor/). Tel: 0845 300 9923.

1. What is RIDDOR

RIDDOR means the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 which came into force on 1 October 2013.

2. Why Report

RIDDOR requires the reporting of work-related accidents, diseases and dangerous occurrences. It applies to all work activities, but not to all incidents.

Reporting accidents and ill health at work is a legal requirement. The information enables the enforcing authorities to identify where and how risks arise and to investigate serious accidents. The enforcing authorities can then help and advise you on preventive action to reduce injury, ill health and accidental loss - much of which is uninsurable.

3. When Should Accidents/Incidents be Reported

For the purposes of RIDDOR, an accident is a separate, identifiable, unintended incident that causes physical injury. This specifically includes acts of non-consensual violence to people at work.

Not all accidents need to be reported, a RIDDOR report is required only when the accident is work-related; and it results in an injury of a type which is reportable as listed below.

- Death or specified injuries (see [paragraph 3.1](#));
- Over 7 day injury (see [paragraph 3.2](#));

- Non-Workers (see **paragraph 3.3**);
- Diseases (**Paragraph 3.4**);
- Dangerous occurrences (see **paragraph 3.5**).

3.1 **Death or Specified Injuries:** if an employee, self-employed person, member of the public or young person is involved in an accident and dies, including deaths resulting from physical violence.

Reportable specified injuries include:

- Fracture other than to fingers, thumbs or toes;
- Any other injury requiring admittance to hospital for more than 24 hours;
- Amputation;
- Dislocation of the shoulder, hip, knee or spine;
- Any injury likely to result in the permanent loss or reduction of sight in one or both eyes;
- Scalpings (separation of skin from the head) which require hospital treatment;
- Serious burns (covering more than 10% of the body or damaging the eyes, respiratory system or other vital organs);
- Crush injuries leading to internal organ damage;
- Injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation; or requiring admittance to hospital for more than 24 hours;
- Any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation or requiring admittance to hospital; for more than 24 hours;
- Unconsciousness caused by asphyxia or exposure to harmful substances or biological agents;
- Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin;
- Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or toxins or infected material.
- A doctor may require that other injuries are notifiable.

3.2 **Over 7 day injury:** If there is an accident connected with work (including an act of physical violence) and your employee, or a self-employed person working on your premises, suffers an over- seven-day injury you must report it to the enforcing authority within 15 days. An over-7-day injury is one which is not "major" but results in the injured person being away from work OR unable to do their full range of their normal duties for more than seven days.

The day of the accident is not included but weekends shift breaks and holidays are to be included in the calculation. This must be reported to the enforcing authority (i.e. Health & Safety Executive) within 15 days.

3.3 **Injuries to Non-Workers:** Work-related accidents involving members of the public or people who are not at work must be reported if a person is injured, and is taken from the scene of the accident to hospital for treatment to that injury. There is no requirement to establish what hospital treatment was actually provided, and no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

3.4 **Diseases:** If a doctor notifies you that an employee/young person suffers from a reportable work-related disease, for example:

- Certain poisonings;
- Some skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne;
- Lung diseases including: occupational asthma, farmer's lung, pneumoconiosis, asbestosis, mesothelioma;
- Infections such as: leptospirosis; hepatitis; tuberculosis; anthrax; legionellosis and tetanus;
- Other conditions such as: occupational cancer; certain musculoskeletal disorders (including Carpal Tunnel Syndrome, tendonitis/ tenosynovitis of the hand/ forearm or severe cramp of the hand/ forearm); decompression illness and hand-arm vibration syndrome.

3.5 **Dangerous Occurrence:** If something happens involving an employee, self-employed person, visitor or young person which does not result in a reportable injury, but which clearly could have done, then it may be a dangerous occurrence, which must be reported immediately to the enforcing authority.

Reportable dangerous incidents include :

1. Collapse, overturning or failure of load bearing parts of lifts and lifting equipment;
 2. Electrical short circuit or overload causing fire or explosion;
 3. Any unintentional explosion, misfire, failure of demolition to cause the intended collapse. Projection of material beyond a site boundary, injury caused by an explosion;
 4. Malfunction of breathing apparatus while in use or during testing immediately before use;
 5. Failure or endangering of diving equipment, the trapping of a diver, an explosion near a diver or an uncontrolled ascent;
 6. Dangerous occurrence at a well;
 7. Unintended collapse of any building or structure under construction, alteration or demolition where over 5 Tonnes of material falls, a wall or floor in a place of work;
 8. Explosion or fire causing suspension of work for over 24 hours;
 9. Accidental release of any substance which may damage health.
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4. Reporting

The Health and Safety Officer or the Manager/person responsible for health and safety in his absence is responsible for ensuring RIDDOR reportable accidents are notified to the Health and Safety Executive via notification to Acoura who will complete all necessary forms.

For Information only:

Online: www.hse.gov.uk/riddor/ for all accidents other than a fatality or specified injury.

Telephone: 0845 300 9923 - Fatalities and specified injuries only (opening hours Monday to Friday 8.30 am to 5 pm).

You should inform your line manager as soon as possible of your notification to Acoura.

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